

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Mr. [REDACTED] 25X1A9a DATE: 6 April 1949

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Division Activities - March 1949

The following report covering activities of the Transportation Division during the month of March 1949 is submitted pursuant to your request.

## 1. Truck Operations

The following truck operations were performed during the month:

12 trips to New York, N. Y.  
 1 trip to Philadelphia, Pa.  
 1 trip to Jacksonville, Fla.  
 208 local hauls in and around Washington

## 2. Que Building Motor Pool Operation

1330 - Total trips made  
 57.8 - Average number trips per day  
 10282 - Total miles operated  
 446.9 - Average miles per day  
 7.7 - Average miles per trip  
 9.6 - Average number cars in pool per day  
 44.1 - Average time per trip

Comparison of total trips, total miles operated and average miles operated per day for past three months.

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
January	8472	1031	446.0
February	8429	1063	443.6
March	10282	1330	446.9

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 7068 passengers an average of 307.3 per day.

## 3. Following is a report of the activities of the [REDACTED] Garage:

Repair Jobs  
 \*Labor - \$ 63.00  
 Parts 23.82

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Repair Jobs performed Outside	3
Labor	- \$ 21.60
Parts	- 7.41

Maintenance Work	58
*Labor	- \$500.00
Parts	- 667.00


Maintenance Work (Performed by Mechanic's Helpers)	
Cars Washed	- 95
Cars Lubricated	- 30
Other Service Jobs	- 25
Labor	- \$192.00

The total value of labor performed by the mechanics (two) in the garage during the month was \$563.00 compared with their total salary of \$504.16 indicating a saving of \$58.84. The value of labor performed by the Mechanics Helpers (two) was \$192.00 compared with salaries of \$391.66. This would indicate that the total value of work performed was exceeded to the extent of \$140.82 by cost of labor but incident to our moving into the new garage building all the men were kept busy performing duties in connection with the move, they having actually performed all the moving of our supplies and equipment, and in addition performed various other duties such as painting, etc.

4. Forty-two (42) passenger cars operated a total of 35,167 miles during the month while thirty-three (33) trucks operated total of 15,248 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 31
Airline Reservations	- 37
Hotel Reservations	- 9
Fare Quotations	- 123
Persons Processed Overseas	- 14
Domestic Travelers	- 49
Transportation Requests	- 108

  
Chief, Transportation Division

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